



## Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

# iCAP Appeal Process

## iCAP Course Approval and Denial

20-30.16.5.b A school corporation may disapprove an eligible student's enrollment in a course access program only for the following reasons:

1. The course provided by the course provider is not in furtherance of the eligible student's graduation or certificate requirements.
2. The eligible student's enrollment in the iCAP course would exceed the requirements for a normal full course load at the school corporation.
3. The course access program course is logistically infeasible.

20-30.16.5.b.3 A school corporation "may not deny enrollment of an eligible student under subdivision (3) if the eligible student agrees to pay the cost of tuition for the applicable course access program course."

20-30.16.5.c If a school corporation denies a student's enrollment in a course access program course under subsection (b), the school corporation shall notify the student's parent or emancipated eligible student of the parent's or student's right to appeal the school corporation's decision to the department. The parent of an eligible student or an emancipated eligible student may appeal the decision of the school corporation to the department in a manner prescribed by the department. The department shall review the school corporation's denial under subsection (b) and provide a final enrollment decision within seven (7) calendar days of receipt of the appeal.

## The Department's Appeal Process

1. In the event a school denies a student enrollment in an iCAP course, the school must notify the emancipated student or parent of their right to appeal the denial to the Indiana Department of Education and send them the appeal form:
  - [English](#)
  - [Spanish](#)
  - [Chinese](#)
  - [Burmese](#)
  - [Arabic](#)
  - [Vietnamese](#)

2. Upon receipt of an appeal, the Department will send to the student's iCAP Point of Contact a form for further details/justification from the school. The school will have 3 business days to complete and submit the digital response. If the school does not submit a response in 3 business days, they cannot contest the appeal based on any lack of information.
3. Upon receipt of the school's response, the appropriate IDOE personnel will review both forms and make a final enrollment decision. The appeal decision and explanation will be sent to the emancipated student/parent and the school.